

Rest and Meal Periods

Objective:	To establish County policies regarding rest and meal periods	Policy/Procedure Number:	03-13
Reference: (All applicable federal, state, and local laws)	Agreements between the County of Tompkins and: Civil Service Employees Associations, Local 1000, AFSCME, AFL-CIO, Civil Service Employees Association Local 855 of CSEA/AFSCME, Corrections Officers Local 2062; June 10, 1974 memo from County Administrator; Agreement between County of Tompkins and Deputy Sheriffs' Association	Effective Date:	January 12, 1981
Legislative Policy Statement:		Responsible Department:	Personnel
General Information:		Modified Date (s):	June 1988; October 2009
		Resolution No.:	09-212
		Next Scheduled Review:	October 2012

I. Definitions:

II. Policy: It is the policy of the Tompkins County Legislature to follow its agreements with the bargaining units unless those agreements are superseded by NYS Law.

III. Procedure: Rest periods and/or meal periods cannot be used to report late or leave work early.

Should a meeting preempt the designated meal period, another time period of equal length must be substituted during the same day, as close to the midpoint of the shift as possible. Employees must not plan to work through their meal period to enable them to leave work early, or arrive late.

The department head is responsible for scheduling meal periods.

Employees who work more than six (6) hours are entitled to a 30-minute meal period.

For employees that are members of a bargaining unit, the meal and rest periods are covered by bargaining agreements. The links to the bargaining agreements are listed below:

- White Collar Unit
- Blue Collar Unit
- Tompkins County Correction Officers Local 2062

Confidential and Management employees follow the same guidelines as the White Collar employees.